



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 266<sup>th</sup> FINANCE COMMAND  
UNIT 29001  
APO AE 09007

AEUFC-FAPD

30 August 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Finance Policy Memorandum #2, Payment of Partial Dislocation Allowance (DLA)

1. Reference Joint Federal Travel Regulation (JFTR) Paragraph U5630/B/15.
2. The Joint Federal Travel Regulation authorizes the payment of Partial DLA to a service member who is ordered for the convenience of the government to occupy or vacate government family quarters due to privatization, renovation or any reason other than a Permanent Change of Station (PCS).
3. Partial DLA is not authorized for local moves from government family quarters upon separation or retirement; moves incidental to PCS; moves for the convenience of the member to include moving from off-post to on-post (unless key and essential), promotion, or change in family size or bedroom requirement; or voluntary moves initiated by service member for reasons of divorce or family separation.
4. To process a claim for Partial DLA, Soldier must submit a Standard Form (SF) 1164 (Claim for Reimbursement for Expenditures on Official Business) to the servicing finance office. A representative from the Housing Office must sign in block 8 of SF 1164 and attach a copy of the termination orders from government family housing. Block 9 of SF 1164 must contain the statement "Authorized by the Director, Facilities and Housing, Assistant Chief of Staff for Installation Management". When claiming Partial DLA with other travel entitlements, use DD Form 1351-2 (Travel Voucher or Sub-Voucher) with the certification from the housing office that the move is for the convenience of the government. Use the following fund citation in both cases (APC P214MP):

21\*2010.000 01-1100 P6J0000 21Z0 S12120

NOTE: To process these transactions into the system, the Order Number will be zero filled. Similarly, the Document Reference Number will be zero filled for those data elements not automatically generated.

5. Claimants from other services will be directed to file with their servicing (Air Force or Navy) finance office.

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6. Point of contact is the Travel Policy Branch, DSN 379-5160.



KAREN E. DYSON  
COL, FC  
Commanding

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